



*Embassy of the United States of America*

Panama, Republic of Panama

June 2, 2010

Dear Prospective Offeror:

SUBJECT: Request for Quotations Number SPM070-10-Q-0034 – Canopy/roof for the Utility building at the New Embassy Compound.

The Embassy of the United States of America invites you to submit a quotation for *the Canopy/roof for the Utility building at the New Embassy Compound (NEC) located in Clayton, Panama City, Panama.*

*U.S. Embassy Panama  
Demetrio Lakas Street, Bldg. 783, Clayton  
Panama City, Panama*

A site visit has been scheduled for *Tuesday, June 8, 2010 at 10:30 a.m.* Prospective offerors are encouraged to submit any questions concerning the solicitation documents as far in advance of the site-visit as possible, so that responses can be provided at the visit. Questions must be submitted in writing, and should be sent to Ms. Nadia Casira by fax (507-207-7141) or by e-mail (Casiranm@state.gov).

Your quotation may be submitted electronically via e-mail to: *CasiraNM@state.gov*, or you may submit your quotation in a sealed envelope marked "Quotation Enclosed" to the above address. The deadline for receipt of electronic and hard copy quotations is *11:00 a.m.* local time, on *June 15, 2010*. No quotations will be accepted after this time. In order for a quotation to be considered, you must also complete and submit the following:

1. Signed SF-18 including a completed Attachment 2, "BREAKDOWN OF PROPOSAL PRICE BY DIVISIONS OF SPECIFICATIONS".
2. Performance schedule in the form of a "bar chart" and Business Management/Technical Proposal, as requested in Section J.2;
3. Additional information as required in Section L.

Direct any questions regarding this solicitation in writing to *Scott Bowers*, Contracting Officer, questions must be written in English and may be sent to fax number **207-7141** or e-mail to: *CasiraNM@state.gov*. You may also call **207-7179**.

Sincerely,

  
Scott Bowers  
Contracting Officer

*American Embassy Panama  
9100 Panama City Place  
Washington, DC 20521-9100  
Phone: (507) 207-7000 Fax: (507) 317-5568*